

# KSBTP COMPUTATION OF CREDIT CHART

**See Kansas State Board of Technical Professions Rules and Regulations, ARTICLE 14. CONTINUING EDUCATION REQUIREMENTS, (K.A.R. 66-14-1 through 66-14-12) at [www.ksbtp.ks.gov](http://www.ksbtp.ks.gov) for more information.**

Description	Verification/Documentation	PDH Credit
1. Attending professional or technical presentations at meetings, conventions, or conferences.	Copy of certificate of completion. Must provide name, date, time, title and presenter' name.	Number of hours of actual time
2. Attending in house programs sponsored by corporations or other organizations.	Copy of certificate of completion or employee record signed by employer.	Number of hours of actual time.
3. Successfully completing seminars, tutorials, short courses, correspondence courses, televised courses or videotaped courses. (Self-study not acceptable.)	Copy of certificate of completion or other approved documentation. Signed and sealed AIA transcript accepted.	Number of hours of actual time.
4. Making professional or technical presentation (in its initial presentation only) at meetings, conventions, or conferences.	Agenda or employment letter showing instructor name and length of presentation.	4 times number of hours taught
5. Teaching or instructing (in its initial presentation only). No credit for faculty teaching regularly assigned courses.	Bulletin, agenda or employment letter showing instructor name and length of presentation.	4 times number of hours taught
6. Authoring published papers, articles or books.	Title page with name and date of publication.	10 PDH per item
7. Actively serving as an officer or committee member of a technical profession society or organization.	Minutes showing attendance and participation for each year served.	Limit 2 PDH/year per organization
8. One college semester hour of an approved course.	Copy of transcript.	45 PDH
9. One continuing education unit. (CEU) One CEU unit equals 10 hours of class in approved continuing education course.	Copy of CEU Certificate.	10 PDH
10. Mentoring one or more individuals preparing for licensure.	Mentoring Reporting Form on web page. (See Link to form under "Continuing Education Information")	6 PDH/year
11. Surveyors shall have completed, as part of the 30 PDH required, at least two PDH of continuing education activity on the Kansas minimum standards adopted by reference in K.A.R. 66-12-1(c).	Copy of certificate of completion.	2 PDH

The Board of Technical Professions has final authority on approval of continuing education activities. (K.A.R. 66-14-5(b))

March 2013